

Message Text

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DRAFTED BY FADRC:P.MURPHY/L.DONAHUE
APPROVED BY FADRC/RM:WFFARRELL
O/FADRC - JSRUDEN

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R 091924Z JAN 78

FM SECSTATE WASHDC

TO AMEMBASSY PARIS

USOFFICE RFC PARIS

AMEMBASSY LUXEMBOURG

AMEMBASSY BERLIN

AMEMBASSY VIENNA

UNCLAS STATE 005030

UNIDO, USIAEA, MBFR VIENNA, USOECD

E.O. 11652: N/A

TAGS:AINF, OECD, MBFR, OTRA (PRUDEN, JOHN S.)

SUBJECT:VISIT OF RECORDS MANAGEMENT STAFF TO RFC PARIS,
LUXEMBURG, US BERLIN, VIENNA (EMBASSY, UNIDO, IAEA,
MBFR).

1. RECORDS MANAGEMENT TEAM WILL VISIT SEVERAL EUR POSTS
DURING MONTHS OF JANUARY AND FEBRUARY. TEAM COMPOSED
OF TWO MEMBERS MESSRS. MURPHY, PAUL AND DONAHUE, LEROY.
PROPOSED SCHEDULE IS AS FOLLOWS:

PARIS (RFC AND OECD) - JANUARY 29-FEBRUARY 12

LUXEMBOURG ----- FEBRUARY 13-14

US BERLIN ----- FEBRUARY 15-18

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VIENNA (EMBASSY, UNIDO
MBFR, IAEA) ----- FEBRUARY 19-24

2. FOR RFC PARIS:

PURPOSE OF VISIT IS TO DEVELOP RECORDS SCHEDULE FOR
FISCAL RECORDS MAINTAINED IN BOTH DIGITAL FORM AND HARD

COPY.

IN ADDITION, (UNTIL FEB. 3 ONLY) TEAM WILL BE ACCOMPANIED BY FADRC DIRECTOR, MR. JOHN S. PRUDEN. MR. PRUDEN WILL BE LEAVING TO ASSUME DUTIES AS DIRECTOR RFDPC IN BANGKOK AND WISHES TO REVIEW PROCEDURES CURRENTLY BEING USED IN PARIS PARTICULARLY THE MONTH END PROCESSING.

3. FOR LUXEMBOURG:

MURPHY AND DONAHUE PLAN TO ARRIVE FEB. 13 VIA LUXAIR 202 FROM PARIS. WILL DEPART FEB. 14 FOR BERLIN. PURPOSE OF VISIT IS TO REVIEW B AND F RECORDS HOLDINGS VIS-A-VIS RFC PARIS, AND PROVIDE ASSISTANCE IN ANY RECORDS PROBLEMS AT POST.

4. FOR US BERLIN:

MURPHY AND DONAHUE SHOULD ARRIVE BERLIN FROM LUXEMBOURG FEB. 14 (FLIGHT TO BE CONFIRMED LATER) AND WILL DEPART FEB. 18 FOR VIENNA. PURPOSE OF TRIP IS TO DISCUSS UPDATE OF FISCAL RECORDS SCHEDULE AND DEVELOP SCHEDULE FOR SUBSTANTIVE (POL/ECON) MISSION RECORDS.

5. FOR VIENNA:

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MURPHY AND DONAHUE PLAN TO ARRIVE IN VIENNA FEB. 18 (FLIGHT TO BE CONFIRMED LATER) AND WILL DEPART FEB. 24 FOR WASHINGTON. PURPOSE OF VISIT IS TO DISCUSS UPDATE OF FISCAL RECORDS SCHEDULE WITH EMBASSY B AND F AND C AND R.

FOR UNIDO AND IAEA - DISCUSS DEVELOPMENT OF RECORDS SCHEDULE FOR MISSION RECORDS.

FOR MBFR - DISCUSS INFORMATION STORAGE AND RETRIEVAL SYSTEM WITH ADMIN. SECTION.

6. FOR ALL ADDRESSEE POSTS - PLEASE CONFIRM SCHEDULE AS OUTLINED ABOVE. ALSO, PLEASE MEET AND ASSIST. WILL REQUIRE TWO SINGLES WITH BATH AT MODESTLY PRICED HOTEL ALL STOPS.

(FOR RFC PARIS - MR. PRUDEN WILL ARRIVE WITH TEAM AND DEPART FEB. 3 FOR WASHINGTON. THIRD SINGLE REQUIRED JAN. 29 - FEB. 3). PLEASE SLUG REPLIES FOR FADRC - RECORDS MANAGEMENT TEAM. VANCE

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Message Attributes

Automatic Decaptioning: X
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Current Classification: UNCLASSIFIED
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Draft Date: 09 jan 1978
Decaption Date: 01 jan 1960
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Disposition Action: n/a
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Disposition Date: 01 jan 1960
Disposition Event:
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Drafter: P.MURPHY/L.DONAHUE
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Handling Restrictions: n/a
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Review Action: RELEASED, APPROVED
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Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
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TAGS: AINF, OTRA, OECD, MBFR, (PRUDEN, JOHN S)
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